

## Introduction to the Calvary Christian Fellowship Safeguarding Policy (2015)

This policy is based on the CCPAS (Churches Child Protection Advisory Service) Model Policy. The policy and procedures have been divided into five sections covering all ten CCPAS safeguarding standards. Along with details of our organisation and a statement of intent and commitment to safeguarding, the policy covers the following sections:

- Section 1. Church details**  
Safe and Secure – Standard 1
- Section 2. Recognising and responding appropriately to an allegation or suspicion of abuse**  
Safe and Secure – Standards 2 and 7
- Section 3. Prevention**  
Safe and Secure – Standards 3 and 4
- Section 4. Pastoral care**  
Safe and Secure – Standards 8 and 9
- Section 5. Practice guidelines**  
Safe and Secure – Standards 5, 6 and 10

**The following Appendices and Forms can be read and downloaded from the church website.**  
([www.calvary.org.uk](http://www.calvary.org.uk) Safeguarding Section)

- Appendix 1. Leadership Safeguarding Statement
  - Appendix 2. Safeguarding Poster
  - Appendix 3. Creating a Safe Environment
  - Appendix 4. Recognising & Responding to Possible Abuse – additional information
  - Appendix 5. Discipline
  - Appendix 6. CCPAS Guidelines for Praying with Children and Young People
  - Appendix 7. Equal Opportunities Statement
  - Appendix 8. Handling of Disclosure Information
  - Appendix 9. Taking Photographs and Video of Children
  - Appendix 10. Code of Conduct for safe working practice with children and young people
  - Appendix 11. Safeguarding Essentials – an initial verbal briefing for a new worker.
  - Appendix 12. Safeguarding Vulnerable Adults – Values, Principles and DBS check eligibility charts.
- 
- Form 1. Checklist – Recruiting Volunteers to work with Children or Vulnerable Adults
  - Form 2. Responding to Abuse (includes a very helpful action chart and skin maps)
  - Form 3. Contract
  - Form 4. Application Form
  - Form 5. Self-Declaration Form
  - Form 6. Request for Reference
  - Form 7. Sample Appointment Letter
  - Form 8. Accident and Incident Form
  - Form 9. General Information and Consent Form
  - Form 10. Special Activity Consent Form
  - Form 11. Using Images of Children Consent Form
  - Form 12. DBS ID Verification Information for Applicants

This safeguarding policy is lodged with CCPAS to meet their copyright conditions and ensure that it meets the ten safeguarding standards for faith groups, and as a quality assurance measure. Unfortunately, CCPAS cannot consent to policies based on the CCPAS model being placed on websites. This is because such material has been abused by others. However, our Leadership Safeguarding Statement is on our church website ([www.calvary.org.uk](http://www.calvary.org.uk)), along with all Safeguarding Appendices and Forms. Additionally, there is a wealth of information available on the CCPAS website ([www.ccpas.co.uk](http://www.ccpas.co.uk)). To access the members' area, please contact the CCF Safeguarding Co-ordinator or Deputy for the log-in details.

# The Safeguarding Policy

## SECTION 1

### Details of the place of worship / organisation

Name: Calvary Christian Fellowship (Preston)  
Address: Ward Street, Lostock Hall, Preston. PR5 5HR  
Tel No: 01772 461454  
Website: [www.calvary.org.uk](http://www.calvary.org.uk)  
Email address: [information@calvary.org.uk](mailto:information@calvary.org.uk)

Member of Evangelical Alliance

Charity Number: 1135901  
Company Number: 722369  
(limited by guarantee)

Regulators details: Annual Report to Charity Commission.  
Audited Accounts.

Insurance: Public Liability Insurance  
Kingdom Bank Limited, Ruddington Fields Business Park, Mere Way, Ruddington,  
Nottingham, NG11 6JS

Policy No: RT01011865



### Description

The following is a brief description of our organisation and the type of activities we undertake with children and vulnerable adults:

1. Children's Activities: (Calvary Kids, Surf, Holiday Club, Ripples)
2. Youth Activities: (YOUth, Jailbreakers, 527, 14+, Youth Community, Weekend away)
3. Children and Families: (Jolly Tots)
4. CAP Debt Help
5. CAP Job Club
6. CAP Release Groups
7. Foodbank
8. Pastoral Care

Calvary Christian Fellowship also host a number of Communities (Splat, M2E, Men's Stuff, Mercy People, 20s & 30s) to serve and create community for people.

## Our commitment

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.” As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by the Churches' Child Protection Advisory Service (CCPAS).

The Leadership undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Disability Discrimination Act 1995 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- file a copy of the policy and practice guidelines with CCPAS and the local authority (Lancashire County Council Social Care) and any amendments subsequently published. The Leadership agrees not to allow the document to be copied by other organisations.



## SECTION 2

### Recognising and responding appropriately to an allegation or suspicion of abuse

#### UNDERSTANDING ABUSE AND NEGLECT

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

*1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*

*2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

Detailed definitions, and signs and symptoms of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

#### STATUTORY DEFINITIONS OF ABUSE (ENGLAND - CHILDREN)

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Child protection legislation throughout the UK is based on the United Nations Convention on the Rights of the Child. Each nation within the UK has incorporated the convention within its legislation and guidance.

The four definitions of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children (2006)'.

#### Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

## **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

## **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

For further information about recognising and responding to possible abuse see Appendix 4 and Forms 1 & 2 on the church website ([www.calvary.org.uk](http://www.calvary.org.uk)).

## **SAFEGUARDING AWARENESS**

The Leadership is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training using either CCPAS resources (the CCPAS Safeguarding Children training course on DVD) or similar training developed in-house.

The Leadership will also ensure that children and vulnerable adults are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Our workers will be expected to renew their training every three years by attending a Safeguarding Refresher Training Session run by C.C.F. or by attending a CCPAS Safeguarding Children training course held in-house at CCF or by attending a "Face the Unthinkable" seminar run by CCPAS in our area.

## RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into an allegation or suspicion of abuse. Following procedures as below:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to Graham Hooke (hereafter the "Safeguarding Co-ordinator") tel no: 01772 313438 who is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to Paul Jackson (hereafter the "Deputy") tel no: 01772 461454 / . If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to the Churches' Child Protection Advisory Service (CCPAS) PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550. Alternatively contact Social Services or the police.
- Where the concern is about a child the Safeguarding Co-ordinator should contact Children's Social Services. Where the concern is regarding an adult in need of protection contact Adult Social Services or take advice from CCPAS as above.

The same numbers apply for either a child or an adult notification.

There will be an opportunity to select child or adult at the initial ansaphone stage.

The local Children's Social Services office telephone number is:

Lancashire County Council Social Care:	0300 123 6720
The out of hours emergency number is:	ditto

Lancashire Social Services will involve the police where necessary.

Relevant police phone numbers are:

Lancashire Police Control Room (Hutton)	101
or call Lancashire Police HQ Switchboard (Hutton):	01772 614444

- Where required the Safeguarding Co-ordinator should then immediately inform the insurance company:

Kingdom Bank Limited, Ruddington Fields Business Park, Mere Way,  
Ruddington, Nottingham, NG11 6JS.  
Email: info@christianinsurancedirect.co.uk  
Telephone: 0115 921 7250  
CCF Policy Number: RT01011865

- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from CCPAS.

- The Leadership will support the Safeguarding Co-ordinator/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from CCPAS, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

## **Detailed procedures where there is a concern about a child:**

### **ALLEGATIONS OF PHYSICAL INJURY, NEGLECT OR EMOTIONAL ABUSE**

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or CCPAS) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by CCPAS (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

### **ALLEGATIONS OF SEXUAL ABUSE**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by CCPAS if, for any reason they are unsure whether or not to contact Children's Social Services/Police. CCPAS will confirm its advice in writing for future reference.

**The following procedure will be followed where there is a concern that an adult is in need of protection:**

## **SUSPICIONS OR ALLEGATIONS OF PHYSICAL OR SEXUAL ABUSE**

If a vulnerable adult has a physical injury or symptom of sexual abuse the Safeguarding Co-ordinator/Deputy will:

- Discuss any concerns with the individual themselves giving due regard to their autonomy, privacy and rights to lead an independent life.
- If the vulnerable adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.
- For advice contact the Adult Social Care Vulnerable Adults Team who have responsibility under Section 47 of the NHS and Community Care Act 1990 and government guidance, 'No Secrets', to investigate allegations of abuse. Alternatively CCPAS can be contacted for advice.

Safeguarding Co-ordinator - Graham Hooke: 01772 313438  
Deputy Safeguarding Co-ordinator - Paul Jackson: 01772 461454  
Lancashire County Council Social Care Dept (24 hour line): 0300 123 6720

Churches Child Protection Advisory Service (CCPAS): (Lo-call) 0845 120 45 50  
or (STD) 01322 517817

[www.ccpas.co.uk](http://www.ccpas.co.uk)

Access to Members Area: username is **membersarea** and password is **orange**

(NB The password is updated from time to time so this may be out of date – please contact Graham Hooke if you need the latest password)

Calvary Christian Fellowship website: [www.calvary.org.uk](http://www.calvary.org.uk)

Go to the "Safeguarding Children" section on the website to access more information and appendices.

## **ALLEGATIONS OF ABUSE AGAINST A PERSON WHO WORKS WITH CHILDREN**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will need to liaise with Children's Social Services in regards to the suspension of the worker, also making a referral to a Local Authority Designated Officer (LADO).

*Note: Sections 6.20 – 6.30 [Allegations of abuse made against a person who works with children] in Working Together 2006 states that local authorities should have a designated officer to manage cases where an accusation is made against someone working with children (whether working in a paid or voluntary capacity). These individuals are often known as Safeguarding Advisers or Local Authority Designated Officers. Where accusations involve a worker then speak to social services and the police and ask whether the individual needs to be referred.*

Contact the LADO via Lancashire County Council Social Care Dept on: 0300 123 6720



## SECTION 3

### Prevention

#### SAFE RECRUITMENT

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those short listed have been interviewed (voluntary roles don't require short listing)
- Safeguarding has been discussed at interview or at an initial meeting with the volunteer.
- Written references have been obtained, and followed up where appropriate
- A criminal records disclosure has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

#### CHECK LIST: RECRUITING VOLUNTEERS TO WORK WITH CHILDREN AND VULNERABLE ADULTS (APPENDIX 7)

Most workers with children and young people are volunteers and fulfilling roles and responsibilities at the request of church leaders (either paid or voluntary).

A Checklist (Appendix 7) will be commenced at the first meeting with a volunteer, whether this is initiated by the church (Ministry Group Leader [with children, young people or elderly people]) or by the Volunteer. This Checklist (entitled: Recruiting volunteers to work with children and vulnerable adults) will provide the basic information to enable a Volunteer to be appropriately inducted into a role in the church, enabling all checks to be completed.

After initially receiving a Job Description, the Volunteer will receive a **Recruitment Pack** which will include the Safeguarding Policy, a Contract, a Voluntary Disclosure Form, a CRB form and a Code of Conduct.

The Ministry Leader and the Recruiter will ensure that the Checklist is carefully followed and completed and, once all procedures have been satisfactorily completed, a Pastor will sign the Contract and all documents will be filed in the Safeguarding Children safe.

#### ROLE OF RECRUITER

The Recruiter is authorised by CCPAS to complete identity checks as required on the Criminal Record Bureau (CRB) forms. He/she will send off the forms to CCPAS and follow all procedures as outlined in the Recruiters Guide (available from the CCPAS website)

#### EMPLOYED STAFF

Employed/paid roles will be advertised in line with current legislation and candidates interviewed by the Trustees of Calvary Christian Fellowship.

## **MANAGEMENT OF WORKERS – CODE OF CONDUCT**

As a Leadership we are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and vulnerable adults. The Leadership undertakes to follow the principles found within the 'Abuse Of Trust' guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

*Note: The Home Office issued guidance in 'Abuse of Trust Caring for young people and the vulnerable? Guidance for preventing abuse of trust'. This guidance is intended to apply to those caring for young people or vulnerable adults in both paid and unpaid work, including volunteers, regardless of whether they are in the public, private, voluntary or volunteering sectors. It is important that places of worship and organisations have clear boundaries in regards to the personal relationships which can develop.*

Therefore, the church has a Code of Conduct for Safe Working Practice with children and young people (Appendix 10) which is a required part of the induction process for new workers. It is included in the Recruitment Pack.

As a Christian church there are times when it may be appropriate for a worker to pray with a child or young person. See the CCPAS Guidelines for praying with children and young people (Appendix 6)

## **SECTION 4**

### **Pastoral Care**

#### **SUPPORTING THOSE AFFECTED BY ABUSE**

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse and who have contact with, or are part of, the church.

Counselling support needs are accessed through the church's Pastoral Care Co-ordinator who can refer individuals to appropriately trained counsellors.

#### **Working with offenders**

When someone attending the place of worship / organisation is known to have abused children, or is known to be a risk to vulnerable adults the Leadership will supervise the individual concerned and offer pastoral care, but in its safeguarding commitment to the protection of children and vulnerable adults, set boundaries for that person which they will be expected to keep.

The Safeguarding Co-ordinator or Deputy will meet with any such individual and agree a code of conduct with him/her. They would be restricted to using the main entrance, lounge area, the main hall and the main toilets only and they would not be allowed to enter any of the areas used for children's ministry.

## SECTION 5

### Practice Guidelines

As an organisation working with children, young people and vulnerable adults we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false accusation.

As well as a general code of conduct for workers we also have specific, good practice guidelines for the activities we are involved in. These are developed as required and can be found as appendices on the website under the section: Safeguarding Children. The list of appendices, covering topics like “Discipline” and “Creating a safe environment”, can be found in the introduction to this policy.

Consent forms can also be found on our website.

### Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and vulnerable adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. It is also our expectation that any organisation using our premises, as part of the letting agreement will have their own policy that meets CCPAS’ safeguarding standards.

Good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and vulnerable adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

**Signed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_